

CABINET FOR FAMILIES AND CHILDREN

DEPARTMENT FOR SOCIAL INSURANCE

"An Equal Opportunity Employer M/F/D"



DIVISION OF CHILD SUPPORT ENFORCEMENT

KASES Network Memo No. 47

TO: Staff, Division of Child Support Enforcement
All IV-D Agents

DATE: November 6, 1997

SUBJECT: Mailing Change for Advance Notice of Withholding of
Earnings (Form CS-42)

Effective immediately, the CS-42 is to be sent as **first class** rather than certified, return receipt requested, mail. When sending a CS-42 as first class mail, a service of process record does not need to be established.

Presently, the Kentucky Automated Support and Enforcement System (KASES) is programmed so that the service of process field on the Document Generation Confirmation screen (ASEDGB) defaults to Y when the CS-42 is selected for generation. Until programming changes can be made to KASES to change this automatic default to an N, caseworkers must update the service of process field by changing the Y to an N when generating a CS-42.

DCSE STAFF AND CONTRACTING OFFICIAL STAFF ARE TO SAVE AND FILE THIS MEMO FOR FUTURE REFERENCE.

STEVEN P. VENNO, DIRECTOR
DIVISION OF CHILD SUPPORT ENFORCEMENT



November 6, 1997

Page Two

Retention: Until Superseded

Inquiries: DCSE Staff -Supervisors
IV-D Agents - Area Office Managers

Cross References:

Manual of Procedures

1. Manual Section 36.000, Administrative Enforcement (3/1/97)
Subsection 36.070, Advance Notice of Withholding of Earnings
2. Manual Section 39.000, Medical Support (11/1/95)
Subsection 39.080, Medical Support Enforcement (MSE)

Manual of Forms

1. Advance Notice of Withholding of Earnings (Form CS-42),
Procedural Instructions (7/1/97)
General Procedures - pages 3 and 4

Prosecutors' Handbook

1. Handbook Section 25.000, Administrative Enforcement (12/16/95)
Subsection 25.040, Withholding of Earnings